

Space Family Education, Inc.
Board of Director's General Meeting

July 16, 2009

Safety Report

BOD Director & Vice President (Jay L. and Jennifer M.)

Close Calls: No new close calls were submitted over the past month.

Accident/Illness Report: (Anything that was reported to NASA? Any safety-related events?) One this moth w/ Ms. Philis in room 1, fell and went to the hospital.

Director's Report

Staffing

New Hires: Interviews for K In progress. An offer will be made in the next few days. Salary may be higher for a more qualified teacher. The initial estimate was a guideline and if Nicole feels the better teacher should be higher then from a Budget standpoint it could be considered.

Getting feedback on classroom news: Kitchen, kids making special snacks, ice cream clowns and animal crackers.

Resignations: One resignation, Ms debbie in room 3, Ms Carla terminated.

Summer Camp

Regarding the buses breaking down, Dropped the bus at the mechanic, got it back, field trip was doing well yesterday, today started smoking, took it to the dealership instead of the current mechanic. Mike Kincaid said they are studying the option of using center ops. Broken down three times in the last couple of weeks.

Nona said they adjust the schedule if the buses break down. Nicole mentioned some parents say they are ok w/ changing to local trip and some parents would like to stick to the original plan. Jennifer M mentioned SOP states when there should be communication to the parents about changes. If there is time to plan then give the parents advance notice.

Jennifer M revised the forms and it is possible for a teacher to drive a child but it needs to be specified. Will write something up to consder.

Nicole mentioned under no circumstances a child will be allowed to drive with a counselor.

Operations

FACILITY

CSC came and looked at the roof, maybe there is just one section instead of the whole roof, they will do testing to figure out.

Got another quote for the shade structures, will wait for Kinder numbers to figure out if we can afford it this year. One Kinder is defined the budget will be more realistic and have a better idea.

SPECIAL EVENTS

Circus this week (tomorrow), splash days once a week

Committees Report

Education Curriculum

Going fine, waiting for last of pre-k workbooks for mass printing, k is finished. Getting inputs from teachers for changes.

For accreditation, ND wants to make sure the curriculum is in place.

Room Reports

(Room 1 – 9)

Room 3: Two kids potty trained. New children adjusting to the classroom.

Room 7: Studying space in the next few weeks.

Room 5: Welcomed new students, twin girls adjusting well. Georgia and Sandi doing well. Splash days have been great.

Room 6: Welcomed new children, transition smooth, summer is well, field trip, looking forward to circus show.

Room 8: Welcome new children, hope to have a great year.

Board Members' Reports

Policies and Procedures (Crystal H.): Busy, had two outstanding topics, one for staff waiting list policy and the other is volunteer time and points. Wrote volunteer one, Jay agreed to the current plan, Crystal will revise the definite plan.

Last time talked about points for staff members, the only way to get in is to give same priority as civil servants, we may end up categorizing as on-site contractors.

Jennifer M. mentioned there was tuition assistance for teachers in the past. It needs to be revised. If we can find something that helps them then it would be great.

Treasurer (Clinton B.): Waiting for K to finalize budget. Financial status will be updated in the website.

Secretary (Ed F.): Flooring and paint letter sent out. Elections results done.

Vice President (Jennifer M.): For pre-k and early-pre-k those that want to repeat need to be aware that they may end up having to leave the center.

President (Jay L.) Not Present

Attendance:

BOD: Jennifer M, Crystal H, Clinton B, Ed F, Nicole D

NASA Liaison: Silvia Buchta (new liaison. Susan G introduced Silvia B. Silvia will be a listener and will be advocate to Mike Kincaid and Angela for SFEI.

Members: Jennifer M, Susan G

**The next meeting is scheduled for Aug 20, 2009
SFEI Director's Office – 11:30 AM - 1:00 PM**